405-1/983

Headquarters
Department of the Army
Washington, DC
1 September 1983

*Army Regulation 405–1

Effective 1 October 1983

Real Estate

# Reimbursement for General Services Administration Space, Services, and Facilities Outside the National Capital Area

**Summary.** This regulation on budgeting and funding for space, services, and facilities provided by the General Services Administration has been revised. The revision includes a provision prohibiting commanders from obligating funds for maintenance or repair of General Services Administration facilities.

**Applicability.** This regulation applies to the Active Army, the Army National Guard, and the US Army Reserve outside the National Capital Region.

**Impact on New Manning System.** This regulation does not contain information that affects the New Manning System.

**Supplementation.** Local supplementation of this regulation is prohibited without prior approval of HQDA (DAEN–REP–R), WASH DC 20314.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency of this regulation is the Office of the Chief of Engineers. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA(DAEN–REP–R), WASH DC 20314.

## 1. Purpose

This regulation implements DOD Directive 5030.53. It assigns responsibilities and establishes policy and procedures pertaining to budgeting and funding for all General Services Administration (GSA) space, services, and facilities furnished to the Army outside the National Capital Region (NCR).

## 2. Explanation of abbreviations and term

*a. Abbreviations.*

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| (1) COA | Comptroller of the Army |
| (2) COE | Chief of Engineers |
| (3) DOD | Department of Defense |
| (4) GSA | General Services Administration |
| (5) HQDA | Headquarters, Department of the Army |
| (6) NCR | National Capital Region |

*b. Term.* The National Capital Region includes the District of Columbia; Montgomery and Prince Georges Counties in Maryland; and Arlington, Fairfax, Loudoun and Prince William Counties, and the cities of Alexandria, Fairfax, and Falls Church in Virginia.

## 3. Responsibilities and procedures

*a.* The Chief of Engineers (COE) is responsible for financial support of GSA space, services, and facilities furished to major Army commands and subordinate commands outside the NCR. The COE will—

(1) At least 15 months before the beginning of each budget fiscal year, furnish Army commanders the current and projected basis for GSA space and service charges pertaining to their commands.

(2) On the basis of the annual budget guidance and information received from commands, prepare and submit to the Program 9 Director, Comptroller of the Army (COA), budget estimates for GSA space and associated services.

(3) Furnish information papers and fact sheets to COA for use in justifying budget estimates for GSA space and associated services before the appropriate committees of Congress.

(4) Furnish memorandum dollar guidance to Army commanders for GSA-furnished space, services, and facilities.

(5) Receive and verify GSA billings for space and recurring reimbursable services (those above the standard level of services) provided under the Federal Buildings Fund by the Public Buildings Service of GSA.

(6) Pay verified GSA billings for recurring reimbursable services.

*This regulation supersedes AR 405–1, 15 July 1978.

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(7) Maintain appropriate records of space occupancy and use.

(8) Pay verified GSA billings for nonrecurring reimbursables for Corps of Engineers and DOD recruiting facilities only.

(9) Provide the Assistant Secretary of Defense for Manpower, Reserve Affairs, and Logistics with a specific point of contact, as well as a billing address, for GSA-assigned space and facilities located outside the NCR.

*b.* Major Army commanders and subordinate commanders are responsible for efficient and economical use of GSA-administered real property provided for use under their jurisdiction. Army commanders will—

(1) Verify and amend GSA space and recurring reimbursable data furnished by the COE and forecast increases and decreases in space requirements for the budget year.

(2) Provide justification for increased requirements and costs for use in development of budget requests to higher authority.

(3) Adjust space used in GSA buildings efficiently.

(4) Request space, services, and facilities to be furnished by GSA through the COE in accordance with established GSA procedures. Requests will not exceed established space criteria and will contain a statement that the estimated user charges are within the authorized fund ceilings.

(5) Budget and pay separately for alterations and other non-recurring costs related to space furnished or to be furnished by GSA except for DOD recruiting facilities.

(6) Request GSA, through the appropriate Corps of Engineers division and district commanders, to perform required maintenance or repair at GSA-provided facilities. If GSA does not perform, commanders will not obligate funds for that purpose without first seeking the assistance of the COE to intervene with GSA.

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By Order of the Secretary of the Army:

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